



Job Opportunity Bulletin

Student Assistant

1 Position Available

Tenure/Time Base:	Temporary/Intermittent
Work Hours:	Varies between core hours of 8am – 5pm
Office/Location:	California Commission on Teacher Credentialing Professional Services Division 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$1362 - \$1456/month Range B: \$1456 - \$1565/month Range C: \$1565 - \$1681/month Range D: \$1681 - \$1814/month
Final Filing Date:	September 5, 2006
Contact:	Larry Birch (916) 327-2967

Duties:

Under close supervision of the Administrator I, the student assistant performs:

- Data entry, photocopying, typing, filing, faxing and sorting mail.
- Assist with the processing of travel claims, contracts, substitute and hotel invoices.
- Order supplies, publication inventory, maintain mailing lists and prepare mailing labels.
- Assist other staff with mass mailings and assembly of documents.
- Assist Consultants and Office Technicians with set up and clean up of meetings.
- Make phone calls to Institutions of Higher Education staff, hotels and panel members.
- Greet panel members and other guests at reception area and escort them to the appropriate location.
- Respond to telephone inquiries regarding program standards and approved programs.

Conditions of Employment:

Fingerprint Clearance is required.

Prior to obtaining employment with the California Commission on Teacher Credentialing (Commission), all students must submit official transcripts, proof of enrollment in a minimum of six semester units and maintain a 2.0 GPA or higher.

Desirable Qualifications:

- Ability to effectively work alone or in cooperation with team members
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job
- Knowledge of Microsoft Office 2003 software systems
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units with a 2.0 GPA or higher and possess the desirable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit, by the final filing date, a State Application form (STD 678), and include RPA 07-046 on the front of the application to the above address, Attn.: Larry Birch. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.